



DEPARTMENT OF THE NAVY  
BUREAU OF MEDICINE AND SURGERY  
2300 E STREET NW  
WASHINGTON DC 20372-5300

IN REPLY REFER TO  
BUMEDINST 7302.5  
BUMED-94  
20 Sep 96

BUMED INSTRUCTION 7302.5

From: Chief, Bureau of Medicine and Surgery  
To: All Internal BUMED Codes

Subj: BUMED HEADQUARTERS GOVERNMENT TRAVEL CARD PROGRAM

Ref: (a) CNO Washington DC 031311Z May 96  
(b) OASN(FM0) memo of 4 Jan 96  
(c) The American Express Government Program  
Reference Manual

Encl: (1) DoD Travel Charge Card Guidelines  
(2) Cardholder Certification of Understanding

1. Purpose. To provide travel card guidance for Bureau of Medicine and Surgery (BUMED) military and civilian personnel.

2. Background. References (a) through (c) provide policy and guidance on the Government Travel Card Program. The Department of Defense (DoD), through the General Services Administration, has a contractual agreement with American Express (AMEX) to use their charge card while on official Government travel, including the use of the travel card at automatic teller machines (ATM) for cash advances.

3. Applicability. Use of the AMEX charge card for official travel applies to GS-9 and E-7 personnel and above, and wage grade equivalents, who are considered frequent travelers, i.e., those expected to travel at least twice a year. Personnel below these grade levels who travel at least twice a year may apply for a travel card with the Chief of Staff's (MED-09B) approval. Personal credit cards do not apply to the procedures in this instruction.

4. General Information. Use the Government travel card to pay for all goods and services procured incident to official travel (i.e., cash advances, meals, transportation, lodging, taxis, rental cars, and miscellaneous expenses). Command members designated as frequent travelers shall obtain travel advances by receiving cash advances via an ATM. Personnel who are eligible for the AMEX card, but elect not to apply for a card, or have a suspended or revoked card, will not be authorized a travel advance from the disbursing office.

20 Sep 96

5. Action

a. All members of this command will be designated as either a frequent or nonfrequent traveler. All BUMED travel orders will identify the member as a frequent or nonfrequent traveler.

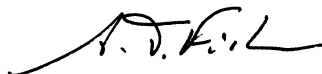
b. Frequent traveler's using the travel card shall follow enclosure (1) guidelines.

c. Unauthorized use of the travel card, or use while not in an official travel status, will result in disciplinary or adverse personnel action.

d. Cardholders are responsible for paying AMEX upon receipt of the monthly billing statement. While the Navy does not have an obligation to collect private debts, both military and civilians are expected to meet their financial obligations. Delinquent payments may result in suspension or cancellation of the AMEX card.

e. MED-94 is the activity program coordinator (APC) for the Government Travel Card Program.

f. All cardholders shall read enclosure (1) and acknowledge their understanding of its contents by completing enclosure (2). Enclosure (2) will be maintained in MED-94.



S. T. FISHER  
Deputy

Available from:

<http://www.support1.med.navy.mil/bumed/>

DOD TRAVEL CHARGE CARD GUIDELINES

1. Introduction. Per CNO Washington DC 231313Z Jan 96, DoD and Secretary of the Navy (SECNAV) have mandated training on the use of Government-sponsored, contractor-issued travel charge cards. The purpose of the training is to provide information to ensure cardholders properly use the travel card, and to prevent misuse and abuse by the cardholder. After reading this enclosure, initial and sign enclosure (2). The signed enclosure (2) acknowledges the cardholder understands the guidelines in enclosure (1).

2. Background. One of the mechanisms DoD instituted to simplify the temporary duty (TDY) travel system was to implement the contractor-issued Government Travel Card Program. The current contractor is AMEX. The travel card will reduce the paperwork involved in obtaining travel advances, pay the travel expenses, and simplify the liquidation process.

3. The Travel Card

a. Is a Government-sponsored, contractor-issued, charge card used by military and civilian personnel to pay for travel expenses that support their TDY mission.

b. Is a Government-sponsored card issued to the cardholder.

c. Is the cardholder's responsibility for what gets charged to it and for paying the bill when received.

d. Is the responsibility of the cardholder not the Government.

e. Is used for official TDY travel expenses only. This is not a credit card that can be used for personal reasons, such as for gifts or cash on weekends.

4. When to Use the Card

a. Official travel is authorized, normally in writing, by the supervisor and assistant chief or deputy chief to travel away from your permanent duty station for a TDY mission somewhere else. You may use the card for travel expenses that support your TDY mission, such as:

(1) Getting cash travel advances from an ATM by using your travel charge card.

(2) Paying for your hotel or Government quarters.

(3) Paying for airline, rail, or bus tickets, if approved by Scheduled Airline Ticket Office (SATO).

(4) Paying for your rental car.

(5) Paying for incidental and miscellaneous items such as laundry service and parking fees.

b. The above listed items are reimbursable expenses but you can also pay for certain nonreimbursable expenses with the card, provided those expenses support your travel mission. A non-reimbursable expense might be clothing or baggage lost while traveling that you need for your TDY mission. Although you can charge them, they are not reimbursable. You cannot charge gifts you bring home to your family; these do not support your TDY mission.

#### 5. Use the Card in Three Ways

a. Charge Your Expenses. DoD policy is to charge your travel expenses and minimize the use of cash advances to pay for expenses. Cash advances are costly for the Government. When you charge your travel expenses, you actually reduce the Government's cost of your travel. Try to minimize travel advances.

b. Cash Advance. When you receive your card, you will also receive a personal identification number (PIN). To receive your cash, put the card into an ATM, type in your PIN, and get your cash. You will find ATMs worldwide. Protect your PIN and your card. Never write your PIN on your card.

(1) A fee is charged for the cash advance you receive from an ATM. That fee is reimbursable to you, so ensure you claim it on your voucher.

(2) There is a \$500 per week limit on cash advances. If you need more cash, you may have the APC call AMEX to get the limit temporarily raised.

c. Traveler's Checks. You may buy "ATM In Your Pocket" checks to carry with you. There is no charge for these checks until you actually use them. You can also buy traveler's checks, which you are charged for immediately. Traveler's checks are much safer to carry than cash and AMEX will replace them if they are lost.

6. Benefits to the Traveler

- a. AMEX can be used at most commercial establishments worldwide.
- b. No waiting for a travel advance.
- c. When using the card for official travel, you are provided \$200,000 worth of free life insurance while you're traveling. Lost or damaged baggage is also insured for up to \$1,250 for carry-on baggage and up to \$500 for checked baggage.
- d. You get a monthly bill listing your travel expenses, showing where, when, and exactly how much you spent on your trip. The company will send you a copy of your signed receipt upon request.
- e. You don't use your money to travel.
- f. You don't have to carry large amounts of cash. If you lose the card or the traveler's checks, they can be replaced at no cost to you.

7. Card Controls

- a. Cash advance limit of \$500 per week from the ATM.
- b. There is also a \$500 per month limit for certain retail purchases other than your lodgings, meals, and transportation. These are emergency retail purchases for things like baggage or clothing lost while traveling needed for your mission.
- c. The card company uses computers to track unusual usage of the card, particularly ATM cash withdrawals.

8. Abuse It and You Will Lose It. As stated earlier, the card is used for official travel expenses only. If you abuse your card, you will lose it.

- a. Card abuse is considered to be unauthorized purchases, delinquent payments, and ATM withdrawals for other than official travel.
- b. The APC receives monthly reports on card usage, which identifies the cardholder, the charges, and highlights the abuse.
- c. Charges on the card which do not track with travel orders and vouchers will be apparent.

d. Bills are due to AMEX when you receive them. If you do not pay your bill promptly, there are consequences. File your voucher immediately so you get your reimbursement in time to pay the billing. Notify the APC if you are having difficulty liquidating a claim. The APC can contact AMEX.

9. Long Term TDY. If you are on extended travel, you need to make the necessary arrangements to ensure your payments are made while you are gone.

a. For TDY extending more than 45 days, file partial vouchers at your TDY site to settle each month's expenses.

b. Submit the partial travel voucher after the end of each 30-day travel period.

c. Notify the APC of your extended absence and use them to assist you in working with AMEX to prevent your account from becoming delinquent.

10. If You Misuse the Card

a. If you misuse your travel card by delinquent payments, unauthorized purchases, or unauthorized ATM cash withdrawals, your supervisor and code executive assistant will be notified.

b. If warranted, formal actions under the Uniformed Code of Military Justice (UCMJ) may be taken against military cardholder. Supervisors of civilian employees may initiate disciplinary or adverse personnel actions.

c. The card company may suspend or cancel your card if you are delinquent in your payments. Remember, DoD intends to minimize cash advances and to rely primarily on the travel card to pay for travel expenses. If you don't have a travel card, your travel will not be easy.

d. The card company may notify credit bureaus if your travel card account remains delinquent over 120 days. This could adversely affect your personal credit record. The card company may also file a lawsuit against you to have your paycheck docked to get its money back.

11. Card Program Responsibilities

a. Cardholder

(1) Applies for the travel card in MED-94. The APC will submit your application to AMEX.

(2) Use the card correctly. If you have any problems, notify the APC and the card company.

(3) Pay your bills upon receipt. Let the card company and the APC know if you have not received a liquidation or if there are erroneous charges on the bill.

b. Command. Administers discipline to those who abuse their card privileges. The Chief of Staff may deny a travel card to personnel that are unlikely or unable to meet financial obligations under the Travel Card Program.

c. APC

(1) Solves problems for personnel having problems with their cards by working with the travel card company.

(2) Monitors cardholder account information provided by the card company. The APC provides information to the Chief of Staff and staff supervisors.

d. AMEX

(1) Issues the card and PIN directly to your home and will replace them if they are lost or stolen.

(2) AMEX also provides 24-hour assistance when you need it. Call the 1-800 number on back of the card if you need help.

12. Remember to:

a. Use the card only for travel related expenses. This is not a personal credit card.

b. Charge as much of the travel-related expenses as you can on the card.

c. Minimize the amount of cash advance you obtain from the ATM.

d. Pay your bill as soon as you receive it. Contact MED-94 if you have not received your travel liquidation!

e. If you have any problems, contact the APC.

13. If you need help:

a. Call your APC (MED-94), Building 1, Room 1000; (202) 762-3182.

b. Or, call AMEX at 1-800-492-4922.

CARDHOLDER  
CERTIFICATION OF UNDERSTANDING

I, \_\_\_\_\_, understand the following items regarding the Government-issued Travel Card Program (please initial in the space following each item):

1. The Government-issued travel charge card is issued in my name and I am responsible for paying the bills; the Government is not responsible for my charges. \_\_\_\_\_

2. The card may be used for official travel-related expenses only, and the only nonreimbursable expenses I may pay with my card are those expenses in support of my travel mission. \_\_\_\_\_

3. The three ways the card may be used for official travel are: charging my expenses, taking cash advances, and obtaining traveler's checks or "ATM In Your Pocket" checks. \_\_\_\_\_

4. The cash advance limit is \$500 per week and a retail purchase limit of \$500 per month. \_\_\_\_\_

5. If I abuse the card by making unauthorized purchases, pay the bill late, or make ATM withdrawals for other than official travel, I am at risk of losing the card. \_\_\_\_\_

6. If I misuse or abuse the card, my card may be cancelled, formal actions under the Uniformed Code of Military Justice (UCMJ) may be taken (military), disciplinary or adverse personnel actions may be initiated (civilian), and credit bureaus notified of delinquent accounts in excess of 120 days. \_\_\_\_\_

7. If I am on TDY in excess of 45 days, I must file partial vouchers at the end of each 30-day period to avoid delay in paying the card bill. \_\_\_\_\_

8. If I have difficulty receiving a timely liquidation from the personnel support detachment, I will notify the card company and the APC. \_\_\_\_\_

By signing this certification, I acknowledge my understanding of the guidelines for using the travel charge card. I also understand I will be held fully responsible for using it properly.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date